



Dental and Surgical Examinations Directorate

Deputy Chair of Examination Board

Role and Responsibilities

Introduction

Each set of examinations offered by the Royal College of Surgeons of England (RCSEng) falls under the Governance structure of the RCSEng. That structure is supplemented with bi-collegiate, tri-collegiate and intercollegiate arrangements for managing certain examinations, with some examinations activity overseen by joint steering committees. Each examination has its own Examination Board.

Responsibilities

The role of the Deputy Chair is to support the Chair in managing the agenda of the Examination Board and provide support in overseeing the effective running and development of the examination by:

- Ensuring that each examination diet is standard set appropriately and providing guidance in the identification of this standard where necessary
- Overseeing the production of examination reports for the relevant Examinations Committee
- Identifying areas for development within the bank of examination questions, scenarios, cases and exercises and new questions to be produced by the relevant colleagues accordingly.
- Contributing to the recruitment and appointment of new Board members
- Contributing to the training of new examiners
- Representing the Examination Board on the relevant Examinations Committee and other committees as required
- Identify where there are issues with Exam Board members with regard to attendance or conduct, and act in accordance with the agreed procedures as appropriate
- Acting as Lead Examiner in the examination as required
- Deputising for the Exam Board Chair as required
- Leading on the coordination of blueprinting of each examination component to ensure content achieves appropriate syllabus coverage

Person Specification

- Demonstrable commitment to the relevant examination through participation as an examiner and a Board member
- Interest in medical education and assessment, ideally demonstrated with a relevant postgraduate qualification
- Current experience of teaching and/or examining at undergraduate level.

Recruitment

- Appointment will be made by a panel comprising the Chair of the relevant Examinations Committee and Director of Dental and Surgical Examinations.



LDS EXAM BOARD

TERMS OF REFERENCE

1. Purpose

- 1.1 To develop and oversee all aspects of the LDS (Part 1 and Part 2) examination in line with RCSEng's Assessment Principles.

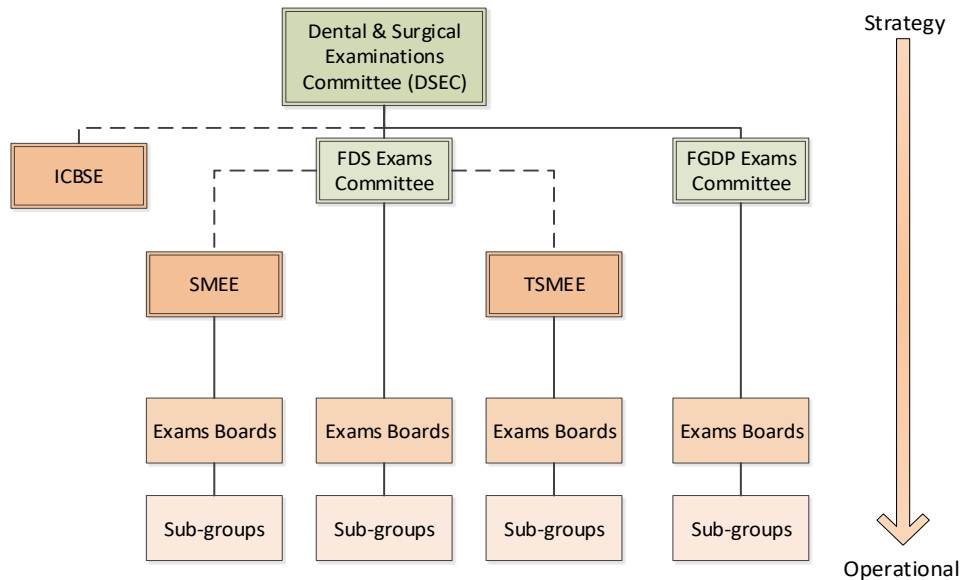
2. Functions/Responsibilities

- 2.1 To determine and maintain under review the components of the examinations and the format of each component.
- 2.2 To determine and maintain for each diet the standard against which candidates are assessed in each component of the examination through standard setting exercises as required.
- 2.3 To determine the appropriate syllabus coverage for the examination by constructing and maintaining a blueprinting grid outlining the proportional contribution of different knowledge and/or skill domains.
- 2.4 To ensure that the content of examination (papers, scenarios, cases and exercises) is of appropriate scope and quality by prospectively reviewing papers, scenarios, cases and exercises produced by the Leads responsible for each component.
- 2.5 To agree the examination calendar for the examination and its components.
- 2.6 To determine criteria for the selection and appointment of examiners/question writers and to ratify their appointment.
- 2.7 To determine and deliver examiner training programmes.
- 2.8 To determine eligibility criteria for examination applicants and determine eligibility for exceptional applicants.
- 2.9 To provide the FDS Examinations Committee with reports of the activities of the Board and a report on examination performance following each diet.
- 2.10 To develop high quality assessment techniques for the examination, appropriately validated, to the agreed schedule, in line with RCSEng policies and best assessment practice which efficiently assess whether candidates have met the requirements specified in the relevant examination syllabus.
- 2.11 To undertake a full impact analysis of any proposed changes to the examination, including resource, financial and logistical implications, for consideration by the FDS Examinations Committee and DSEC.
- 2.12 To develop, establish and maintain quality assurance processes, in line with RCSEng's Quality Assurance Framework, to ensure the fairness and integrity of the examination.
- 2.13 To approve and maintain examination regulations and candidate guidance pertaining to the examination components produced by the relevant Component Leads.



3. Governance

3.1 Examination Boards report to the relevant Examinations Committee or, where applicable, to the relevant Examinations Executive, as shown in the governance structure below:



3.2 The LDS Exam Board reports to the FDS Examination Committee, where it is represented by the Chair.

4. Composition

4.1 The Examination Board will comprise the following positions:

- Chair
- Deputy Chair
- Part 1 Lead
- Part 1 Deputy Lead
- Part 2 OSCE Lead
- Part 2 OSCE Deputy Lead
- Part 2 Unseen Cases Lead
- Part 2 Unseen Cases Deputy Lead
- Part 2 Dental Manikin Lead
- Part 2 Dental Manikin Deputy Lead
- QA Lead
- External Examiner (s)
- Assessor
- Psychometrician

4.2 The Chair may appoint a lay representative and a trainee representative if necessary.

4.3 The Chair may invite others to attend the Committee as required for a specific purpose and for a specific period of time.



4.4 A quorum of the Board will consist of either the Lead or Deputy Lead from each of the component parts plus the Chair or Deputy Chair.

5. Appointments

5.1 The Chair will be appointed by the FDS Examinations Committees. The Chair will serve for a period of three years, or for a period to be determined by FDS Examinations Committee.

5.2 The Chair will recommend to the FDS Examinations Committee prospective appointments of the other members of the Examination Board. Examination Board members will serve for a period of three years, or for a period to be determined by the FDS Examinations Committee.

5.3 Existing members are eligible to apply for a further three years on the Exam Board subject to fulfilling the appropriate criteria (such as examinership tenure), albeit not in the same position. The maximum tenure for any individual on the Exam Board is six years.

5.4 Re-appointments are subject to the standard application process. The Chair reserves the right to terminate an Exam Board member's appointment in writing, in accordance with the relevant College guidance for Exam Board membership.

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